



Commercial and Industrial HVAC Tune-Up Workbook

Entergy Solutions energy efficiency incentives are available to all commercial Entergy Louisiana customers. This workbook serves as the primary application for non-lighting energy efficiency projects. The workbook provides an estimate of the energy saved as well as potential Entergy Solutions incentives, subject to review and approval by the program team. **Pre-approval and (if necessary) a pre-installation site inspection by program personnel are required for all tune-up project applications prior to any work or installation being started.**

Entergy Solutions project application package	
Before ordering equipment, submit application package to EntergySolutionsLA@entergy.com .	
Application package includes:	
1. Completed Entergy Solutions workbook (this workbook).	
2. Entergy Louisiana electric bill for primary account at job site location.	
3. Cut sheets or manufacturer's specification sheets for all proposed equipment.	
4. Detailed project proposal/quote.	
5. Photos of existing equipment.	
6. W9 for incentive payee.	
For custom scope of work, include detailed energy savings calculations.	

Workbook data entry	
Data entry cell	Cells with a white background are data input cells where required information is needed. Some data entry cells will have drop down selection that limit what data may be entered.
No data entry required cell	Cells colored in gray should not be filled in and may be locked to prevent data entry.

Workbook tabs	
Intro tab	Contains information about the workbook, requirements for eligible equipment and application package submittal instructions.
Application tab	Provides project application. This tab must be completed before submitting application package to the Entergy Solutions program. Data entry required.
Signature tab	Contains the Customer Application Agreement and link to program terms and conditions. Customer's electric signature required.
A/C & Heat pumps	Provides a space for entering information on prescriptive HVAC DX Tune-Up measures. Data entry required if applying for prescriptive HVAC tune-ups measures.
Chillers	Provides spaces for entering information on prescriptive Chiller Tune-Up measures. Data entry required if applying for prescriptive chiller tune-up measures.
Summary tab	Contains a project-level summary of all measures entered into the workbook. No data entry is required on this tab.

Equipment qualifications

For HVAC DX (A-C & Heat Pump) tune-ups to be eligible for Entergy Solutions incentives:

Incentives are tiered based on the specific capacity range of the individual equipment in scope.

Trade allies submitting this measure are encouraged to perform test-in and test-out measurements of equipment voltage and amperage (current) for condenser and blower motors or each power lead for three-phase systems, as well as return + supply air dry bulb temperature and wet bulb temperature (or relative humidity), and lastly return air CFM.

- Inspect and clean condenser, evaporator coils, and blower.
- Inspect refrigerant level and adjust to manufacturer specifications.
- Measure the static pressure across the cooling coil to verify adequate system airflow and adjust to manufacturer specifications.
- Inspect, clean, or change air filters.
- Calibrate thermostat on/off setpoints based on building occupancy.
- Tighten all electrical connections, and measure voltage and current on motors.
- Lubricate all moving parts, including motor and fan bearings.
- Inspect and clean the condensate drain.
- Inspect controls of the system to ensure proper and safe operation. Check the starting cycle of the equipment to assure the system starts, operates, and shuts off properly.
- Provide documentation showing completion of the above checklist to the utility or the utility's representative.

For chiller tune-ups to be eligible for Entergy Solutions incentives:

Incentives are tiered based on the type of chiller equipment (air-cooled vs. water-cooled)

Tune-up requirements:

- Clean condenser coil/tubes;
- Check cooling tower for scale or buildup (only for water-cooled chillers);
- Check contactors condition;
- Check evaporator condition;
- Check low-pressure controls;
- Check high-pressure controls;
- Check filter, replace as needed;
- Check belt, replace as needed;
- Check crankcase heater operation; and
- Check economizer operation.

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